



United States
Department of
Agriculture

Office of the
Chief Financial
Officer

National
Finance
Center

P.O. Box 60000
New Orleans
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Title: III, Billings and Collections Manual

Chapter: 4, Administrative Billings and Collections (ABCO), Section 1, Internet Billing System (IBIL) Phase I

Bulletin: IBIL 02-1, Internet Billing System (IBIL) Phase I

Date: October 7, 2002

To: USDA Holders of the ABCO Procedure
USDA Fiscal Officers

This bulletin announces the initial publication of the procedure for the Internet Billing System (IBIL) Phase I. We are also including highlights of Phase II scheduled for implementation later this fall.

Phase I of IBIL

IBIL was developed to allow USDA agencies using OPAC or IPAC (Treasury's Online/Intra-governmental Payment and Collection Systems) to create, update, and delete their billing information online. Data entered through IBIL will be fed to the Administrative Billings and Collections System (ABCO) nightly and become outstanding receivables. These billings will then be processed four times a month and collected using OPAC or IPAC. IBIL should be used in lieu of the AD-673, Request to Bill, or Form SF-1081, Voucher and Schedule of Withdrawals and Credits.

Phase II of IBIL

Listed below are additional features of IBIL which will be included in Phase II of the implementation.

- Entry of receivables
- Entry of a common agreement number in lieu of a vendor code. Agencies that have internal agreements should use a common agreement number in agency accounting for intradepartmental transactions. The number to be used for this purpose, Foundation Financial Information System (FFIS) Agreement Number, will be assigned to the receiving agency by the NFC Table Maintenance Group. Requests may be made via the FFIS Communication Table (COMT).

Benefits of Using IBIL

Benefits of using IBIL include the following:

- Provides timely and efficient billings and collections via internet access
- Gives control back to the user
- Eliminates repetitive keystrokes
- Reduces errors

- Provides information via online inquiry
- Interfaces with FFIS through the ABCO splitter

Additional Billing Information

The Form NFC-631, Bill for Collection, is being revised. It will become a one-part form with a perforated bottom which will be used for remittances. The new version will be implemented with Phase II of IBIL.

In an effort to ensure that vendor addresses are accurate, agencies are being asked to review their agency specific vendor (debtor) addresses in the VEND table. For additional information on additions, changes, or deletions of vendor addresses, contact the NFC Table Maintenance Group. Requests may be made via the FFIS COMT Table. For emergency requests, contact the NFC Table Maintenance Group via GroupWise e-mail or by fax at **504-255-4766**.

Online Publications

The IBIL procedure is available online at the NFC Web site. To view and/or print this procedure, go to the NFC home page (www.nfc.usda.gov) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click List by Acronym/Name, and select IBIL from the list provided. If you prefer a printed copy and are unable to print from the Web, you can request a printed copy by submitting Form AD-1083, Request for Action for Procedures/Reports, to the address or fax number printed on the form.

Inquiries

Please refer questions about ABCO and/or IBIL processing to the Government Debt and Insurance Services Branch at **504-255-5344**. Refer questions about access to your agency's NFC security officer. Refer questions about this bulletin to the Directives and Analysis Branch at **504-255-5322** or via e-mail at nfc.dab@usda.gov.

A handwritten signature in black ink, appearing to read "Roderick Keith", with a long horizontal flourish extending to the right.

RODERICK KEITH, Director
Government Employees Services Division